



Executive Secretary to the Mayor

City of Miami Gardens, FL. (109,700)

Posted Date: 02/06/13

Deadline: 02/15/13, or until filled.

Starting Salary: \$39,323 min. to \$49,154 mid./DOQ

Nature of Work:

The position is responsible for coordinating the daily activities of the Office of the Mayor. Emphasis of the work is on the performance of advanced secretarial duties requiring considerable knowledge of the executive's responsibilities and an understanding of the policies, programs, procedures, and regulations in effect in the department. The work requires analytical ability, judgment, discretion, confidentiality and knowledge of City policy and procedures. Work involves the use of a personal computer, a variety of software applications and other office equipment.

Minimum Requirements:

Graduation from high school or GED required. Two (2) years of college level coursework preferred. Two (2) years of professional administrative/secretarial experience required. Experience working for an executive, CEO or elected official preferred. Experience working in municipal government and delivering exceptional customer service highly desirable. Must possess and maintain a valid driver's licenses and satisfactory driving history throughout employment. This position involves non-standard/flexible working hours.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace